

Secretary of the Senate, Statehouse, Des Moines, Iowa 50319

Date _____

NAME _____

ADDRESS _____

(Zip)

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL _____

EDUCATION: (State name and number of years attended)

High School _____

Business

College _____

STATE BRIEFLY SPECIAL TRAINING OR QUALIFICATIONS_____

LAST EMPLOYMENT, TERMINATION DATE, REASON FOR LEAVING

STATE BRIEFLY PREVIOUS EMPLOYMENT:

Salary

CHARACTER REFERENCE -- list two persons, not relatives.

NAME _____ TELEPHONE _____ / _____

ADDRESS _____

NAME _____ TELEPHONE _____ / _____

ADDRESS _____

May the above schools, references and employers be contacted? Yes_____ No_____

INDICATE FOR WHICH OF THE FOLLOWING YOU ARE APPLYING:

OFFICE OF THE SECRETARY OF THE SENATE

☐ Secretary of the Senate
☐ Assistant Secretary of the Senate
☐ Executive Sec. to the Sec.
☐ Sec. to the Sec.

JOURNAL AND INDEXING

☐ Editor
☐ Assistant Editor
☐ Chief Indexer
☐ Indexing Assistant

LEGAL COUNSEL

☐ Assistant to the Legal Counsel
☐ Proofreader

SERGEANT-AT-ARMS

☐ Sergeant-at-Arms
☐ Assistant Sergeant
☐ Doorkeeper

ADMINISTRATIVE

☐ Finance Officer
☐ Assistant Finance Officer
☐ Recording Clerk
☐ Records and Supply Clerk

SERVICES

☐ Bill Clerk
☐ Switchboard Operator
☐ Postmaster

FLOOR SECRETARY/CLERK

☐ Secretary/clerk to a Senator
Typing Speed: ☐ w.p.m.
by: test ☐ estimate ☐
Shorthand Speed: ☐ w.p.m.
by: test ☐ estimate ☐

I prefer to work for a Senator:

☐ of the Democratic Party
☐ of the Republican Party
☐ of either party

COMPUTER EXPERIENCE: _____

EMPLOYMENT WITH THE SENATE IN CERTAIN POSITIONS REQUIRES LONG OR IRREGULAR HOURS OF WORK. ALL EMPLOYEES IN THOSE POSITIONS MUST BE AVAILABLE TO WORK SUCH HOURS. ARE YOU WILLING TO ACCEPT EMPLOYMENT WITH THE SENATE UNDERSTANDING THAT POLICY?

Yes ☐

No ☐

HAVE YOU OR ANY RELATIVE REGISTERED AS A SENATE LOBBYIST IN THE LAST TWO YEARS?

IF THE ANSWER IS "YES," EXPLAIN _____

HAVE YOU OR ANY RELATIVE BEEN EMPLOYED IN THE LAST TWO YEARS BY A REGISTERED SENATE LOBBYIST?

IF THE ANSWER IS "YES," EXPLAIN: _____

THE ANSWERS TO THE ABOVE ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature